



CampTwin Lakes
Where Challenges Become Triumphs

Camp Twin Lakes Program Coordinator Job Description

Title: *Program Coordinator*

Status: Professional - Full Time

Department: Program

Reports to: *Camp Manager*

For over 25 years, Camp Twin Lakes (CTL) has provided life-changing camp experiences to thousands of Georgia's children with serious illnesses, disabilities, and other life challenges. Camp Twin Lakes provides week-long summer camps and year-round weekend retreats at three fully-accessible and medically-supportive campsites and through hospital-based Camp-To-Go programs. Camp Twin Lakes collaborates with over 60 different nonprofit organizations, each serving a different population, to create customized programs that teach campers to overcome obstacles and grow in their confidence and capabilities. For more information, please visit our website at www.camptwinlakes.org

Summary:

The *Program Coordinator's* primary responsibilities will include assessing the needs of our campers, planning, implementing, and supervising impactful activities, and the overall evaluation and improvement of the camp's programmatic services. The Program Coordinator will also serve as a member of the camp management team, which includes serving as host for partner organizations on a rotational basis (weekends). Position is based in Rutledge, Georgia with some travel required.

Essential Duties and Responsibilities:

Please note: other duties may be assigned based on the needs of Camp Twin Lakes.

- Oversee all full-time and seasonal program staff to efficiently meet the programmatic needs of all Partners and User Groups at Camp Twin Lakes.
- Create new, impactful, and fun activities for campers.
- Assist with Impact and Outcome Measures
- Assist the Camp Manager in a system for recruiting and hiring summer program staff.
- Manage budgets within the program department.
- Monitor safety in all program areas, as well as general areas of camp.
- Assist Camp Manager in planning and carrying out pre-camp and in-service staff training.
 - Assume duties of Camp Manager during his or her absence.
 - Assist Camp Manager in enforcing camp policy.
- Coordinate programs offered for the campers from various Partner Organizations.
- Lead and champion modification and enhancement of all program areas.
- Be ready to assume any staff positions if a leader is ill or unable to perform duties.
- Maintains proper records as required.
- Evaluate all programs, staff, and systems on an ongoing basis for total quality improvement.
- Alongside the Camp Manager, assist with coordination of the Partner and User Group's use of camp with Site and Facilities and Food Service Staff one week prior to said use, regarding, but not limited to:
 - Schedules
 - Housing and Facilities needed
 - Numbers of participants
- Verify that all facilities are clean and ready for use prior to each group's arrival.
- Work with volunteer leadership of the organization as assigned

Additional Requirements:

- A minimum of a bachelor's degree in recreation therapy, recreation, child development, education, or related field. Certification in a field of study preferred. (CTRS or CCLS)
- Extensive experience as a group counselor and staff member in a camp setting.
- Ability to work with minimal supervision.
- Ability to plan, create, organize, and carry out daily and special programs.
- Training and experience with a variety of camp program areas such as pool and water activities, adventure, and other camp activities. Certification in one or more areas required.
- Ability to create new, therapeutic, and exciting programs
- Ability to adapt existing programs for children with serious illnesses, disabilities, and life challenges.

Please submit resume and cover letter to careers@camptwinlakes.org